

# CITY OF GAHANNA

## JOB DESCRIPTION

Job Title: Parks Team Member	Job Code:
Department: Parks	Salary Range: \$8.00 – \$9.50/hr
Location: Varies – Parks Complex	FLSA/Civil Service: Non-exempt/Non CS
Revised                  New   X	Effective Date: January 1, 2005

A. **BASIC FUNCTION** (Primary purpose of this job): The purpose of this position is to assist with the maintenance of the parks and ground areas as well as facilities and equipment by performing various manual tasks.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES**

DUTIES & RESPONSIBILITIES	%
1. Works in the construction, maintenance and repair of parks and recreation facilities, equipment, buildings and grounds; performs associated paperwork;	30
2. Performs street tree maintenance, turf and ball field maintenance, and landscaping and mowing activities as directed;	30
3. Handles equipment in a safe and appropriate manner; uses safety equipment when appropriate;	10
4. Drives a City vehicle;	10
5. Performs janitorial and custodial tasks involved in maintenance of City streets, parks and property;	10
6. Participates in snow removal when necessary;	5
7. Performs related tasks as required.	5

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Knowledge of the principles, practices, equipment, tools and materials used in parks maintenance and construction;
- Basic knowledge of landscaping and horticulture as applied to parks and grounds areas;
- Knowledge of the necessary precautions involved in the use of tools and landscaping equipment;
- Ability to establish and maintain effective working relationships with associates;
- Possession of a valid Ohio drivers license;
- Ability to work independently and under direct supervision;
- Ability to apply problem solving skills and perform critical thinking;
- Ability to understand and follow specific oral instructions;
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions;
- Ability to lift heavy articles;
- Ability to read and write numbers and letters;
- Must be 18 years of age or older.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid		
Assorted mowers Tractors and attachments Trucks (Pick-up and one ton) Skid steer Various hand tools Various power equipment/tools Other equipment/tools as required by Supervisor Trailers		

E. **ESSENTIAL REQUIREMENTS OF POSITION:**

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be called to work 24 hours/day, 7 days/week. The worker may be required to wear specialized personal protective equipment.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): As a member of the Parks Department, there is a high degree of accountability as most of the Department relates directly to the citizens of the City of Gahanna. Errors in judgment and/or legal difficulties will be dealt with directly by the Parks Superintendent and the Director of Parks and Recreation.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.):  
This position will interact on a regular basis with the Parks Superintendent, Parks Maintenance Crew Leaders, Parks Team Leaders and other Seasonal Parks Maintenance workers.

H. **SUPERVISION RECEIVED:** Work is performed under general supervision.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly:   N/A   Indirectly: N/A

<b>Prepared by:</b>	<b>Date:</b>
<b>Approvals:</b> <b>Supervisor/Manager:</b>	<b>Date:</b>
<b>Director:</b>	<b>Date:</b>
<b>Human Resources:</b>	<b>Date:</b>
<b>I understand the above job description details my current job functions and responsibilities:</b>  _____ <b>Employee Signature</b>	<b>Date:</b>